



## **KANSAS DEPARTMENT OF HEALTH & ENVIRONMENT**

### **PROCEDURE FOR REQUESTING A WAIVER TO ALLOW INSTALLATION OF A FLUSH MOUNTED MONITORING WELL**

#### **Procedure #: WWP-5**

#### Narrative:

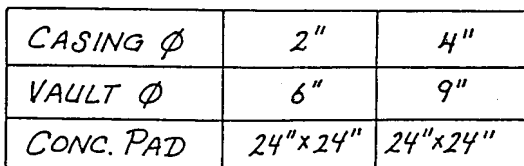
The purpose of this guidance is to outline what is required by the Kansas Department of Health and Environment (KDHE) when requesting a waiver for a flush mount monitoring well. The following elements should be included in the waiver request. The waiver request is then reviewed by KDHE and the appropriate parties notified of KDHE's approval or denial of the waiver request.

#### Procedure:

1. The waiver request must be submitted to KDHE in writing and shall contain all information relevant to the request, as required under K.A.R. 28-30-9.
2. A thorough and detailed explanation of why a waiver is needed must be provided. KDHE in most cases only grants approval of a waiver request when the well is located in a high traffic area and the well is at risk of being damaged.
3. The license number of the Kansas Water Well Contractor, providing the service, must be submitted.
4. The well owners name and address must be provided.
5. A drawing, sketch or a map must be attached to the request, showing the locations of the wells and pertinent features in the vicinity such as roads, buildings, parking lots, property lines, etc.
6. The number of monitoring wells to be covered by the waiver request.
7. A description of the manhole cover design must be a part of the request. NOTE, the manhole cover design must be water tight.
8. A graphic display of the proposed Flush Mounted Well or wells, such as the attached example. The manhole cover must be encased in cement which is domed or sloped to allow drainage away from the manhole.

9. A graphic display of the proposed lockable monitoring well cap, such as the attached example. The casing of the monitoring well shall be sealed with an approved water tight lockable monitoring well cap. Along with the graphic display a description of the cap must be attached to the request for waiver.
10. A statement that the well(s) shall be grouted from a maximum of one foot below ground surface to within one foot above the screened section shall be provided.
11. The request should be made 30 days in advance prior to the actual beginning date of the project. The request for waiver must be pre-approved by the local city, county, groundwater management district and/or the local environmental protection program, in the area the waiver request is located. Documentation of the pre-approval must be provided with the waiver request.
12. If a waiver request is granted by KDHE, the letter authorizing the request must be sent to KDHE attached with the water well record (WWC-5 form) of the first well that the request was granted on.
13. Upon completion of the project the wells covered by the waiver shall be plugged in accordance with K.A.R. 28-30-7.

(NOT TO SCALE)



SEPT. 10, 1993

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## MONITORING WELL DESIGN ADDITIONAL INSTRUCTIONS

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### Flush-Mount Well Head Completion:

K.A.R. 28-30-6(e) does not allow well casing to be terminated less than one foot above finished ground surface. Because state trust fund site investigations are often conducted in areas where completing monitoring well heads above grade is not practical, consideration must be given to completing flush-mount monitoring well heads.

If monitoring wells must be completed with a flush-mount well head design, a waiver of K.A.R. 28-30-6(e) must be requested in writing. The procedures for requesting a waiver of this regulation are described as follows:

1. Prior to the monitoring well installation, the written request must be submitted to Mr. Don Taylor at the address indicated below.
2. The request must contain the following information:
  - a. Facility name and street address;
  - b. Legal description of the property where the wells are proposed to be located;
  - c. Number of wells to be installed with flush-mount well heads;
  - d. Reason(s) why the regulation should be waived;
  - e. Approximate depth to groundwater in the local area;
  - f. The general geology or lithologies expected to be encountered in drilling; and
  - g. Specifications and/or diagrams of the vault proposed to be installed including the manufacturer's name and any other descriptive information such as a manufacturer's trade sheet.
- (3) Wait for approval of the waiver request before completing monitoring wells.
- (4) When waivers are approved and monitoring wells are installed with a flush-mount well head design, the well head completion must be indicated accordingly in the lithologic section of the WWC-5 water well record form. The name of the KDHE contact person that approved the waiver must also be provided in the lithologic section of the WWC-5 form.

Any waiver of regulations applies only to the wells and information indicated in the written request. A verbal request for waiver of regulations may be approved on any additional wells needed for the same area or site. The verbal request must be directed to Mr. Don Taylor.

### Monitoring Well Grouting Requirements:

K.A.R. 28-30-6, part (b) requires that constructed or reconstructed wells be sealed by grouting the annular space between the casing and the well bore from ground level to a minimum of 20 feet or to a minimum of five feet into the first clay layer, whichever is greater. Part (c) of the same regulation specifies if groundwater is encountered at a depth less than the minimum grouting requirements, the grouting requirement may be modified to meet local conditions if approved by the department.

If modifications to the grouting requirements are necessary solely because of shallow groundwater, a waiver of the regulations is not needed; however, the reason for modifying the grouting requirements must be indicated accordingly on the WWC-5 water well record form. In situations where grouting modifications are required for reasons other than shallow groundwater, a waiver of K.A.R. 28-30-6(b) must be obtained following the same procedures as described for flush-mount well heads above.

Submit requests for waivers and direct any questions on well design regulations to:

Mr. Don Taylor  
Kansas Department of Health & Environment  
Bureau of Water - Geology Section  
1000 S.W. Jackson Street, Suite #420  
Topeka, Kansas 66612-1367  
Phone: (785) 296-5522